



Office of the Clerk

Sana G. Booker, Clerk
222 N. Chauncey Avenue, Room 101
West Lafayette, Indiana 47906
765.775.5150
clerk@westlafayette.in.gov

TO: Common Council Members
FROM: Sana Booker
City Clerk

DATE: May 2, 2016

SUBJECT: SALARY ORDINANCE NO. 12-16

A review of the salary ordinance, specific to the Clerk's Office, required a change regarding the status of the Administrative Assistant. This position has been a part-time position as the Clerk's Office transitioned from the Clerk-Treasurer's Office to a separate entity. With the classification of the City from Class 3 to a Class 2, and the physical separation from other departments, it is necessary to have crossed trained employees and a full-time staff to continue the work of an expanding city. The Administrative Assistant will be responsible for all Board of Public Works and Safety duties, cashier work, Joint Board, and cross-trained for Common Council. This position will allow the office to be covered at all times and it will help provide an excellent level of service.

Ordinance No. 12-16 –Change in Minimum and Maximum Salary for Non-Exempt Employees

Clerk's Office

Administrative Assistant – This Ordinance has been presented to lower the salary range for the Administrative Assistant position of the Clerk's Office. The part-time position of this administrator is transitioning to full-time.